Procurement & Supplier Diversity Updates

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Reminders and Tips

FY 23 Requisitions

- All term contracts will require a new requisition (See Term Contract Instructions)
  - Must add Term Contract Renewal for FY23 – RFQ-000000XXXX in Internal Memo
  - Requisition type must be: Next FY Purchase/Contract (NFY)
  - Deadline to submit PUR105 is April 29th
- Delivery and payments cannot be made prior to July 1

FY 22 Requisitions

- Delivery must be made by June 30 for FY22 funds
- Note needs to be added to any requisitions/specifications that require firm delivery date
- As we approach June 30, supplier should confirm in writing that they can meet delivery deadline before a Purchase Order is issued
- See FY2022 Requisitions Deadline Memo for specific Procurement transaction deadlines
Diverse Supplier Requests

- Designed to facilitate the process of identifying potential HUB suppliers
- Available to all with LSU A&M credentials
- Finding Diverse Suppliers Webpage provides steps to locate diverse suppliers
  - Search Workday supplier database by running the Find Diverse Suppliers report
  - If searches are unsuccessful, submit a Diverse Supplier Request with purchase info and other requirements
- Form routes to Supplier Diversity Office for recommendation/waiver as outlined in FASOP: SDP-01
- 48-72 hour turnaround time for processing requests
- Questions: contact suppdiversity@lsu.edu